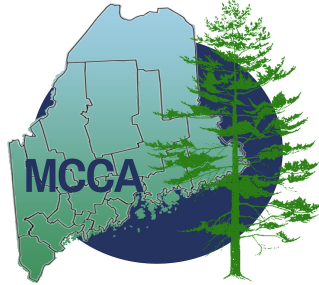


# M.C.C.A.

Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County



Maine County Commissioners Association

4 Gabriel Drive, Suite 2  
Augusta, ME 04330  
207-623-4697  
[www.maine counties.org](http://www.maine counties.org)

Charles Pray  
Executive Director

Lauren Haven  
Office Manager

---

## MAINE COUNTY COMMISSIONERS ASSOCIATION

### MCCA Board of Directors' Meeting

June 13<sup>th</sup>, 2018 at 10:00 am  
MCCA Offices in Augusta

### Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of May 9, 2018 Meeting Minutes
- IV. Consider Continuing to Endorse the NACo Discount Prescription Drug Card Program
- V. Reports
  - A. Executive Director and Legislative Report
  - B. Financial Reports
  - C. Association Reports
  - D. Annual Convention Report
  - E. NACo Report
  - F. Strategic Plan Review
- VI. Other Business
- VII. Adjournment



# M.C.C.A.

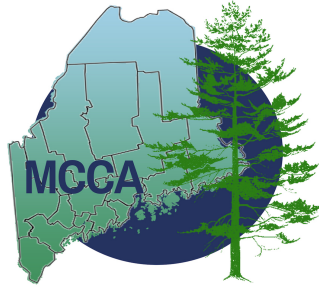
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## MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MCCA Offices Augusta, May 9, 2018

### I. Call to Order, Introductions, Attendance and Pledge of Allegiance

President Thomas Coward called the meeting to order at approximately 10:30 a.m. following the MCCA Risk Pool meeting. Attendees recited the Pledge of Allegiance and all present introduced themselves.

**DIRECTORS PRESENT:** *Androscoggin* – Comm. Zachary Maher; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Comm. Percy Brown; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *Washington* – County Manager Betsy Fitzgerald proxy for Comm. Chris Gardner and *York* – Comm. Michael Cote.

**OTHERS PRESENT:** *Cumberland* – Comm. Steve Gorden; *Lincoln* – Admin. Carrie Kipfer; *MACCAM* – Bill Collins; *MACT* – David Parkman; *MECCA* – Owen Smith; and *MSA* – MaryAnne LaMarre.

**DIRECTORS ABSENT:** *Kennebec* – Comm. George Jabar; *Oxford* – Comm. Steven Merrill; *Sagadahoc* – Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; and *Washington* – Comm. Chris Gardner

**STAFF PRESENT:** Executive Director Charles Pray, Risk Pool Manager Malcolm Ulmer and Office Manager Lauren Haven.

### II. Approval of/Additions to the Agenda

Comm. Baldacci moved and Comm. Fowler seconded approving the agenda with no additions. The motion was approved unanimously.

### III. Approval of April 11, 2018 Board of Directors' Meeting Minutes

Comm. Baldacci moved to approve the minutes from the Board of Directors' meeting on April 11, 2018 with no changes nor additions. County Manager Betsy Fitzgerald seconded the motion and it passed unanimously.

### IV. Strategic Plan Review

President Coward suggested assembling an ad hoc committee to review and fine tune the document and return recommendations for consideration. He then asked members who would like to join the Strategic Planning Committee. Betsy Fitzgerald, Steve Gorden and Bill Blodgett volunteered. Comm. Baldacci moved to close nominations and approve the three volunteers. Comm. Fournier seconded the motion and it passed unanimously. Comm. Fournier thanked Lauren for her work and helpful notes on the history of the current strategic plan.

### V. June 13<sup>th</sup> Workshop Outline

After some discussion, the group decided to adhere to the usual schedule with the Risk Pool meeting at 9:00 am and the MCCA Board of Directors' meeting at 10:00. Lunch will follow. The jail funding workshop with commissioners, MACCAM and MSA representatives will commence at 1:00 pm and conclude at 4:30 pm.

### VI. Reports

#### A. Executive Director and Legislative Report

The group continued conversations prompted by the report presented by Executive Director Charles Pray.

MSA Executive Director Mary-Anne LaMarre requested assistance from commissioners in obtaining detail from sheriffs and jail administrators on two scenarios: the short-term impact this year, and the long-term impact beyond this year on jails if funding is not provided in the budget. She stated there *has* been a recent victory as legislators did accept the jail budget numbers presented to them by county representatives. We need to build on this and use the answers to those two questions to paint a realistic picture of the horrific implications of what zero jail funding could look like.

Mr. Pray said we should launch a media campaign and ask candidates specifically about jail funding which will add pressure. Mr. Coward said we need a bullet list of talking points to keep everyone on the same page, saying the same things. He recommended the two executive directors work on this together and invited a motion. Comm. Maher moved to authorize the media campaign. Comm. Baldacci seconded the motion and it passed unanimously.

#### B. Financial Reports

Office Manager Lauren Haven presented the April financial reports. She invited questions about the reports. Hearing none, Comm. Baldacci moved and Comm. Maines seconded approving the financial reports. The motion was approved.

### **C. Legislative Report**

There was no further discussion on legislative matters at this point in the meeting.

### **D. Association Reports**

**MACCAM:** Admin. Bill Collins stated the association members have been meeting every other month. At the association meeting on April 30<sup>th</sup>, there was a presentation by Kennebec Savings about investing. The salary survey is well underway. Comm. Fowler asked if the salary for resource officers could be included. Admin. Bob Devlin said it would simply be the deputy wage. Comm. Brown said the job of a resource office could be adequately filled by ex-military personnel. Mr. Collins mentioned additional monies were needed to pay for the funeral expenses for Corporal Cole. A *Go Fund Me* account has been set up to accept donations. Approximately \$5,100 is outstanding.

**MACT:** Treasurer David Parkman said there was nothing of significance to report.

**MECCA:** Communications Director Owen Smith said the association members attended the NENA conference last week at the Double Tree by Hilton Portland. Tammy Barker was named Director of the Year. In the past five years, four people have received this recognition and all of them were Communications Directors.

**MSA:** Executive Director Mary-Anne LaMarre stated the group will participate in a presentation on Thursday, May 17<sup>th</sup> at 11:00 am for the fallen officer memorial. The names of Maine's fallen officers are engraved in granite on the Maine Law Enforcement Officers Memorial in Augusta, next to the State House. Corporal Cole's name will be added to the wall in honor of his sacrifice. She encouraged county representatives to attend.

### **E. Annual Convention Report**

Office Manager Lauren Haven reported the Convention Planning Committee met on April 5<sup>th</sup> at the MCCA offices in Augusta. The committee working on educational sessions and speakers. Vendor registration has opened. Invitations have been mailed to past vendors and potential vendors who have come to other Maine conferences. The Committee is scheduled to meet next on May 31<sup>st</sup> at the MCCA offices. More details can be found in the meeting minutes enclosed in the agenda packet. Executive Director Charles Pray suggested inviting Firooza Pavri, Director of the Muskie School of Public Service, to speak at the opening ceremony on Friday evening

### **F. NACo Report**

Comm. Baldacci reported on a conference call he participated in last week. Other areas of the country have issues in common with Maine counties in trying to find the best way handle the placement of arrested individuals who may be better serviced in recovery than jail. Charleston North Carolina has set up a Stabilization Center where people can be placed to detox. The facility is a joint venture being financially supported by the local hospitals and three area counties. Everyone was able to see the cost savings in working together on the project.

On the call the group also discussed, HR3356 Prison Reform and Redemption Act, and House bill 4004 involving patient protection and the Affordable Care Act. During this conversation they talked about treating opioid addiction with a non-addictive medication called Vivitrol. They also

talked about the Workforce Investment Boards with work being led by staff person Daria Daniels.

Comm. Baldacci said he and Comm. Fowler plan to attend the annual conference in July which will be in Nashville this year. Comm. Fowler commented the one advantage to her not being on the NACo Board of Directors, is she can attend some of the other meetings available at the conference.

### **XIII. Other Business**

Comm. Michael Cote invited commissioners and other county representatives to come to the open house for York County's new recovery center on May 18<sup>th</sup>.

### **XIV. Adjournment**

President Thomas Coward invited a motion to adjourn at approximately 12:05 a.m. Comm. Blodgett made the motion seconded by Comm. Fowler, and the motion was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Carol Maines

**AMENDED AND RESTATED NACO/STATE ASSOCIATION  
DISCOUNT PRESCRIPTION DRUG CARD PROGRAM  
MARKETING AGREEMENT**

This **AMENDED AND RESTATED MARKETING AGREEMENT** (this "Agreement") is effective the 1st day of January 2017 ("Effective Date") by and between National Association of Counties ("NACo"), a Delaware not-for-profit corporation, and Maine County ("State Association") (together, the "Parties").  
Commissioners Association

- NACo has an agreement with Caremark PCS, L.L.C. ("Caremark") dated January 1, 2012 ("Caremark Agreement") (as amended on November 1, 2014) whereby Caremark provides certain managed pharmacy benefit services to constituents of Member Counties through a Discount Prescription Drug Card Program ("Program") administered by Caremark;

- NACo and Caremark have recently amended the Caremark Agreement to extend the term of the Caremark Agreement until December 31, 2020;

- NACo and State Association executed a Discount Prescription Drug Card Program Marketing Agreement ("Drug Card Marketing Agreement") dated January 1, 2012 under which State Association agreed to market the Program to members of the State Association and counties which are members of NACo ("Member Counties"); and

- NACo and State Association desire to extend the term of the Drug Card Marketing Agreement until December 31, 2020.

NOW, THEREFORE, in consideration of mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

A. **Capitalized Terms.** All capitalized terms used in this Agreement and not otherwise defined shall have the meaning set forth in the Drug Card Marketing Agreement.

B. **Term.** The term of the Drug Card Marketing Agreement is extended until December 31, 2020, unless otherwise agreed to by the Parties in writing or unless earlier terminated.

C. **Obligations of State Association:**

1. State Association shall exclusively market the Program, and shall not endorse similar or comparable services offered by competitors of Caremark ("Competing Programs"), nor shall State Association solicit or receive fees from other vendors that could be characterized as program sponsorship fees, endorsement fees, or royalties for Competing Programs.

2. State Association will provide adequate staff support who shall:

- a. Provide information to NACo on county contacts, opportunities, questions, and problems, as requested.

- b. Develop proficiency in knowledge of the Program and the NACo-Caremark relationship.
  - c. Accompany NACo staff on county visits and to State Association functions, for the purpose of providing assistance in making presentations regarding the Program, as appropriate.
  - d. Receive and respond to questions from State Association members and Member Counties concerning the Program.
  - e. Respond promptly to calls regarding the Program from NACo staff, State Association members and Member Counties, and refer questions and issues promptly to NACo.
3. State Association shall provide, at its own cost, a minimum of one (1) conference per year that has a substantial attendance by State Association membership which includes:
- a. A booth space in the relevant exhibit hall or area, in a location commensurate with, or superior to, other participating vendors. Booth space should have space designated for representatives of NACo. Where State Association has no exhibit hall or area at such conference, it shall secure a table or other appropriate space to allow NACo to advertise the Program, if such opportunity exists for other State Association-endorsed activities and programs.
  - b. Complimentary conference or meeting registration for each such conference or meeting for two (2) representatives of NACo.
  - c. An advertisement in the printed program for such conferences or meetings, where such printed program exists, at a size and format comparable to advertisements for other State Association-endorsed products.
  - d. Provide agenda time, when available, for an annual presentation by a NACo representative on the status of the Program nationally and within the home state of the State Association at a meeting of the State Association governing body and/or a general session of the State Association membership.
4. State Association shall, at its own cost, provide with respect to publications and marketing communications (unless otherwise provided below):
- a. A display advertisement or editorial copy (e.g., a featured article) discussing or highlighting the Program in a positive manner.
  - b. If advertising is included in State Association's periodicals, at least one (1) advertisement of one-half (1/2) page in size quarterly, comparable ePub sized advertisement or a substitute advertisement as may be requested from time to time by NACo, in its primary newsletter, magazine, web letter, or other membership communication.



- c. If advertising is not included in State Association's periodicals, an editorial copy featuring the Program shall be published, at the request of NACo.
5. State Association shall provide to NACo subscriptions to periodicals published by or on behalf of State Association for one (1) NACo staff member, if applicable.
6. State Association shall annually provide current and updated official county mailing and email lists to NACo (in electronic format where available).
7. State Association shall include a link on the State Association website, sized and placed comparably to other State Association-endorsed programs (including display of appropriate Program logos), to the website(s) for the Program.
8. State Association shall secure NACo's written approval for any marketing brochures and other advertising materials pertaining to the Program (in any medium, including, but not limited to, written communications, verbal communications and web-based marketing), prior to use of such marketing brochures or other advertising materials.

**D. Obligations of NACo:**

1. NACo will furnish pertinent information, upon request, to assist State Association in meeting its responsibilities under this Agreement.
2. NACo will promptly inform State Association of any changes in the Program or personnel managing the Program if such changes will impact marketing efforts.
3. Upon request, NACo shall assist State Association in communicating and resolving with Caremark issues related to State Association's involvement in the Program.

**E. Fees:**

1. NACo will pay State Association forty-five cents (\$0.45) for each retail claim processed by Caremark resulting from a transaction by a Member County cardholder when a transaction fee is collected by a participating pharmacy.
2. Caremark is obligated to make payments to NACo with regard to the Program within sixty (60) days of the end of each calendar quarter during the term. NACo will pay State Association its prorata portion of the amounts received from Caremark related to the Program within fifteen (15) days after NACo's receipt of a quarterly payment from Caremark. NACo will provide standard reports related to the payments and the calculation of the payments to State Association along with each quarterly payment to State Association.
3. Both Parties will disclose the existence and the amount of the fees set forth above, as may be required, and in accordance with all applicable laws.

**F. Term and Termination:**

1. The term of this Agreement shall commence on the Effective Date and shall continue until December 31, 2020, unless otherwise agreed to by the Parties in writing.
2. Either Party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other Party.
3. State Association agrees not to endorse Competing Programs for a period of one (1) year after the expiration or termination of this Agreement, whichever is earlier.

**G. General Provisions:**

1. This Agreement constitutes the entire Agreement between the Parties pertaining to the subject matter and supersedes all prior or contemporaneous agreements and understandings of the Parties related to its subject matter. This Agreement may be amended only in a writing signed by authorized representatives of each Party.
2. This Agreement shall be governed and interpreted in accordance with the laws of the State of Delaware, without regard to conflict of law provisions.
3. This Agreement may not be assigned by either Party without the other Party's prior written permission, which will not be unreasonably denied or delayed.
4. Nothing herein shall be construed to create a relationship between the Parties and Caremark.
5. The Parties make no assurances, warranties or guarantees as to any products or services provided by Caremark.
6. Nothing in this Agreement shall be construed to create a partnership, joint venture, agency relationship or similar legal status between the Parties.
7. Each Party will comply with all applicable federal, state and local laws, rules and regulations in performing its obligations under this Agreement, including, but not limited to, laws, rules and regulations which pertain to privacy, use of electronic media and email for marketing purposes, and use of copyrights, trademarks, service marks and other intellectual property.
8. Both Parties shall disclose the existence and the amount of the fees set forth herein, as may be required, and in accordance with all applicable laws. It is the intention of the Parties, that for the purposes of the Federal Anti-kickback Statute and any required government reporting, amounts paid hereunder shall constitute and be treated by State Association as a discount against the price of the drugs within the meaning of 42 U.S.C. 1320a-7b(b)(3)(A).
9. This Agreement may be executed in one or more counterparts, each of which will be an original and together all counterparts are a single instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

NATIONAL ASSOCIATION OF COUNTIES

\_\_\_\_\_  
Its: Executive Director

By: \_\_\_\_\_

\_\_\_\_\_  
Date

STATE ASSOCIATION:

\_\_\_\_\_  
Its: Executive Director

By: \_\_\_\_\_

\_\_\_\_\_  
Date

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# M.C.C.A.

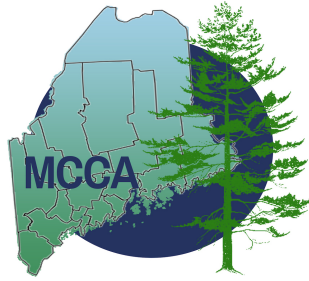
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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Executive Director's Report

*June 13, 2018*

#### **Legislative Report:**

Republican sources support a continued line by House members that the Legislature will not return to finish items left un-addressed with the failure Second Session of the 128<sup>th</sup> Legislature in completing its work in the regular scheduled timeline and blockage of any extension being approved, which requires a majority of each political party, in each chamber. In the Maine Senate both Parties unanimously supported a Republican order for an extension but the order failed in the Maine House when Republican House members objected and opposed the order causing the session to end.

Currently Maine Counties are not allocated for any funds in the second year of the State's biannual budget due to Republican House members insisting in last year's budget. At the moment this is zero State funding for the up-coming fiscal year. The activity of the Appropriation Committee meeting and voting to allocate the \$12.2 million Republicans withheld in Department of Corrections last year and carried over unallocated cannot be allocated (spent) unless the Legislature itself returns and allocate it or any amount.

Regretfully, House Republicans have seemed to lock themselves into opposing any Special Session. Democrats have not made it easier by refusing to cede their positions on a number of issues Republicans are seeking.

#### **Director's Report**

NACo: Prescription, Health & Dental Discount Program Drug Program. Informational material is attached – (Have a call into NACo)

#### **Annual Convention:**

Firooza Pavri, Director of the Muskie School of Public Service has been invited to be our speaker at the opening Dinner. She holds a M.A. and Ph.D. degrees from the University of Toledo and Ohio State University respectively. She's originally from India and research and family take her back frequently.

Firooza teaches and conducts research in the area of environmental geography, focusing on society-environment interactions, natural resource conservation & policy, sustainable development, and geospatial technologies, including remote sensing with her research using satellite imaging and other geospatial tools and techniques monitoring landscape changes across wetland, freshwater, urban, and forested ecosystems in both the United States and India. Recently her research has explored the socio-economic, environmental and policy issues related to sustainable wind energy production. She is currently collaborating with researchers from the University of Maine to assess the vulnerability of Maine lakes to

water quality decline. Her part in this project considers role of lake associations and stakeholders in data collection, monitoring and conservation management vis-à-vis lake stewardship.

**Gubernatorial Forum:** Letters have been drafted to invite the two unenrolled candidates, Alan Caron and Terry Hayes, the only two who filed the appropriate paper work with the Secretary of State Elections office qualifying them for the November ballot. The Secretary of State has taken a number of steps to expedite the tallying of ballots in the Rank Choice Voting and expects/hopes for the results be known by the end of the week at the earliest and on the weekend at the latest.

We do have letters drafted inviting the winning party candidates to the Forum. With only four candidates being on the ballot I suggest all four be invited and I will send the invitations upon confirmation of the political party candidates is announced.

**MCCA/MSA/MCCAM: Joint Correction Session:**

Sheriff Joyce, MSA's President, wanted to hold-off until after their MSA's Retreat this Month in Washington County, so we are on a stand down at the moment.

**Maine Municipal Association:**

Again, the conversations continue. I am disappointed the MMA did not come out stronger in stating support for greater State funding for the County Jails. The Jails system saves municipalities significant revenues of communities not needing facilities to hold the individuals many local law enforcement officials arrest for the safety and security of the communities.

I would ask, on behalf of MCCA, for the MMA to present a discussion as part of their program at their Annual convention on "Jail Funding: Why It Matters to Municipalities". We have a strong message that needs to reach around the Augusta organizational base and to the communities themselves – to get the MMA off from viewing Counties as a burdensome drain of municipal fiscal resources to Counties being the principal provider of services to the overwhelming majority of Maine Communities. Since Jails are our largest costs, it is advantageous to get them to see the value, the security, the service we provide to them. We need to show them that value and purpose.

# MAINE COUNTY COMMISSIONERS ASSOCIATION

## May 2018 Financial Report

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Attached please find the financial reports for the month of May 2018. The Balance Sheet shows total assets and liabilities at \$173,289. This amount includes \$31,834 from the money market account for MainePERS employer contributions.

Debits to the bank account in May totaled \$16,301, and receipts of \$2,452 were credited to the account. The majority of the credits are from vendor registrations received for the convention. One check in the amount of \$563 was a personal contribution from former Oxford Administrator, Scott Cole for an actuarial study he requested from MainePERS on the cost to upgrade the MCCA plan to include a cost of living adjustment. US Communities sent a quarterly distribution of \$247.52. The general fund checking account balance as of May 31<sup>st</sup> was \$140,039.39 as some transactions had not yet cleared. With about 41% of the year elapsed, approximately 58% of the \$250,446 budgeted revenue had been received. On the expenditure side, \$16,021 was expended in May, and \$84,101 or 34% had been expended year-to-date.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail, Expenses by Vendor, and Profit & Loss Previous Year Comparison* reports. There are no financial concerns to note.

Please don't hesitate to let me know if you have any questions or would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven  
Office Manager

Accepted by:

Date: June 13, 2018

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Charles Pray, Executive Director

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Thomas Coward, President

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Amy Fowler, Vice-President

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Carol Maines, Secretary-Treasurer





**Maine County Commissioners Association**  
**Balance Sheet (accrual)**  
As of May 31, 2018

	<b>May 2018</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
MCCA Checking-Savings Bank	134,345.74
Money Market Account	31,834.84
Petty Cash Account	200.00
<b>Total Checking/Savings</b>	<u>166,380.58</u>
<b>Accounts Receivable</b>	
Receivables	1,497.00
<b>Total Accounts Receivable</b>	<u>1,497.00</u>
<b>Total Current Assets</b>	<u>167,877.58</u>
<b>Fixed Assets</b>	
RLB0019 - Accumulated Depreciation	-2,912.00
RLB0028 - Equipment	6,660.00
RLB0030 - Depreciation	1,664.00
<b>Total Fixed Assets</b>	<u>5,412.00</u>
<b>TOTAL ASSETS</b>	<u><u>173,289.58</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-3,042.89
<b>Total Accounts Payable</b>	<u>-3,042.89</u>
<b>Other Current Liabilities</b>	
1000-00 - Employee Health Insurance Contr	1,043.11
1001-00 - MainePERS Employee Contribution	111.79
RLB0032 - Accrued Vacation	820.90
<b>Total Other Current Liabilities</b>	<u>1,975.80</u>
<b>Total Current Liabilities</b>	<u>-1,067.09</u>
<b>Total Liabilities</b>	<u>-1,067.09</u>
<b>Equity</b>	
3200-00 - Fund Balance to Current Yr Inc	-111,452.00
3900-00 - Earnings	225,171.11
Net Income	60,637.56
<b>Total Equity</b>	<u>174,356.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>173,289.58</u></u>



**Maine County Commissioners Association**  
**Reconciliation Summary**  
**Money Market Account, Period Ending 05/20/18**

	<b>May 2018</b>
	<hr/>
<b>Beginning Balance</b>	31,829.26
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	5.58
	<hr/>
<b>Total Cleared Transactions</b>	5.58
	<hr/>
<b>Cleared Balance</b>	<b>31,834.84</b>
	<hr/>
<b>Register Balance as of 05/20/18</b>	31,834.84
<b>Ending Balance</b>	31,834.84



**Maine County Commissioners Association**  
**Reconciliation Summary**  
MCCA Checking-Savings Bank, Period Ending (

	<b>May 2018</b>
<b>Beginning Balance</b>	<b>153,888.09</b>
<b>Cleared Transactions</b>	
Checks and Payments - 15 items	-16,301.02
Deposits and Credits - 7 items	2,452.32
<b>Total Cleared Transactions</b>	<b>-13,848.70</b>
<b>Cleared Balance</b>	<b>140,039.39</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 6 items	-5,693.65
<b>Total Uncleared Transactions</b>	<b>-5,693.65</b>
<b>Register Balance as of 05/31/18</b>	<b>134,345.74</b>
<b>Ending Balance</b>	<b>134,345.74</b>



# Maine County Commissioners Association

## Reconciliation Detail

MCCA Checking-Savings Bank, Period Ending 05/31/18

	Type	Date	Name	Amount	Balance
<b>Beginning Balance</b>					<b>153,888.09</b>
<b>Cleared Transactions</b>					
<b>Checks and Payments - 15 items</b>					
	Bill Pmt -Check	5/4	Bangor Payroll	-2,417.61	-2,417.61
	Bill Pmt -Check	5/8	MainePERS	-683.80	-3,101.41
	Bill Pmt -Check	5/8	Macomber Farr & Whitten	-492.00	-3,593.41
	Bill Pmt -Check	5/8	Country Cafe Catering	-275.00	-3,868.41
	Bill Pmt -Check	5/8	Senator Inn	-200.00	-4,068.41
	Bill Pmt -Check	5/8	Spectrum Business/TWC	-167.52	-4,235.93
	Bill Pmt -Check	5/8	Capitol Computers	-125.00	-4,360.93
	Bill Pmt -Check	5/8	Maine Municipal Association	-121.03	-4,481.96
	Bill Pmt -Check	5/8	Staples Credit Plan	-56.98	-4,538.94
	Bill Pmt -Check	5/11	Bangor Payroll	-2,417.61	-6,956.55
	Bill Pmt -Check	5/18	Bangor Payroll	-2,417.61	-9,374.16
	Bill Pmt -Check	5/25	Bangor Payroll	-4,332.57	-13,706.73
	Bill Pmt -Check	5/30	Haven, Lauren	-119.18	-13,825.91
	Bill Pmt -Check	5/30	Liberty Mutual Insurance	-57.50	-13,883.41
	Bill Pmt -Check	5/31	Bangor Payroll	-2,417.61	-16,301.02
<b>Total Checks and Payments</b>				<b>-16,301.02</b>	<b>-16,301.02</b>
<b>Deposits and Credits - 7 items</b>					
	Bill Pmt -Check	11/29	State of Maine-Hall of Flags	0.00	0.00
	Deposit	5/10	Google	0.40	0.40
	Deposit	5/21	Fairpoint Communications	577.17	577.57
	Deposit	5/22	US Communities	247.52	825.09
	Deposit	5/25		563.00	1,388.09
	Deposit	5/29		1,058.00	2,446.09
	Deposit	5/31		6.23	2,452.32
<b>Total Deposits and Credits</b>				<b>2,452.32</b>	<b>2,452.32</b>
<b>Total Cleared Transactions</b>				<b>-13,848.70</b>	<b>-13,848.70</b>
<b>Cleared Balance</b>				<b>-13,848.70</b>	<b>140,039.39</b>
<b>Uncleared Transactions</b>					
<b>Checks and Payments - 6 items</b>					
	Bill Pmt -Check	3/27	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	4/25	Maine Farm Bureau	-1,497.17	-2,994.34
	Bill Pmt -Check	5/30	Maine Farm Bureau	-1,497.17	-4,491.51
	Bill Pmt -Check	5/30	MainePERS	-670.00	-5,161.51
	Bill Pmt -Check	5/30	US Bank	-288.80	-5,450.31
	Bill Pmt -Check	5/30	Camden National Bank	-243.34	-5,693.65
<b>Total Checks and Payments</b>				<b>-5,693.65</b>	<b>-5,693.65</b>
<b>Total Uncleared Transactions</b>				<b>-5,693.65</b>	<b>-5,693.65</b>
<b>Register Balance as of 05/31/18</b>				<b>-19,542.35</b>	<b>134,345.74</b>
<b>Ending Balance</b>				<b>-19,542.35</b>	<b>134,345.74</b>





**Maine County Commissioners Association**  
**Profit & Loss Budget vs. Actual**  
January through May 2018

	<b>Budget</b>	<b>May 2018</b>	<b>Jan-May 2018</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	22,000	278	278	-21,722	1%
4130-00 · Sponsorship	9,000			-9,000	
4140-00 · Vendor	11,500	1,358	1,358	-10,142	12%
<b>Total 4100-00 · Convention Income</b>	<b>42,900</b>	<b>1,636</b>	<b>1,636</b>	<b>-41,264</b>	<b>4%</b>
4300-00 · Dues	136,935		136,935		100%
4400-00 · Other Income	4,500	248	6,121	1,621	136%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	26,250			-26,250	
4800-00 · MainePERS Surplus Funds	9,431			-9,431	
4810-00 · Interest Earned	100	18	45	-55	45%
4920-00 · Transfer in from Fund Balance	29,830			-29,830	
<b>Total Income</b>	<b>250,446</b>	<b>1,902</b>	<b>144,737</b>	<b>-105,709</b>	<b>58%</b>
<b>Gross Profit</b>	<b>250,446</b>	<b>1,902</b>	<b>144,737</b>	<b>-105,709</b>	<b>58%</b>
<b>Expense</b>					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	144	758	-1,242	38%
5030-00 · FICA	9,620	733	3,859	-5,761	40%
5040-00 · MainePERS Contributions	9,431	791	3,870	-5,561	41%
5050-00 · Salary-Office Manager	47,951	3,689	19,447	-28,504	41%
5060-00 · Salary-Executive Director	79,040	6,080	31,920	-47,120	40%
<b>Total 5000-00 · Payroll Expenses</b>	<b>148,042</b>	<b>11,437</b>	<b>59,854</b>	<b>-88,188</b>	<b>40%</b>
5100-00 · Insurance					
5110-00 · Health Insurance	11,300	940	4,699	-6,601	42%
5120-00 · Commercial, Crime, D&O Ins	2,054	550	1,634	-420	80%
5130-00 · Workers Comp	550		132	-418	24%
5140-00 · Unemployment Comp Ins	450	121	242	-208	54%
<b>Total 5100-00 · Insurance</b>	<b>14,354</b>	<b>1,611</b>	<b>6,707</b>	<b>-7,647</b>	<b>47%</b>
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	3,000			-3,000	
<b>Total 6010-00 · Prof. Services</b>	<b>3,500</b>			<b>-3,500</b>	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
<b>Total 6030-00 · Lobbying</b>	<b>200</b>		<b>200</b>		<b>100%</b>
6040-00 · NACO Expenses					
6041-00 · Conferences	6,470			-6,470	
<b>Total 6040-00 · NACO Expenses</b>	<b>6,470</b>			<b>-6,470</b>	

	Budget	May 2018	Jan-May 2018	\$ Over Budget	% of Budget
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	2,500			-2,500	
6114-00 · MCCA Staff Registration Expense	1,340			-1,340	
6118-00 · Meeting Exp.	29,760		500	-29,260	2%
6121-00 · Supplies	500			-500	
6124-00 · Commissioner Retirement Plaques	400			-400	
<b>Total 6110-00 · Convention Expense</b>	<b>34,500</b>		<b>500</b>	<b>-34,000</b>	<b>1%</b>
6140-00 · Copies-Printing					
6142-00 · Directory	100		100		100%
<b>Total 6140-00 · Copies-Printing</b>	<b>100</b>		<b>100</b>		<b>100%</b>
6145-00 · Dues Expense	1,100		1,350	250	123%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250	102	250	0	100%
6152-00 · IT Services	1,700	125	625	-1,075	37%
6153-00 · Photocopier Lease	3,400	289	1,444	-1,956	42%
6154-00 · Printer & Supplies	1,000		473	-527	47%
6156-00 · Other	400			-400	
<b>Total 6150-00 · Equipment - Office</b>	<b>6,750</b>	<b>516</b>	<b>2,792</b>	<b>-3,958</b>	<b>41%</b>
6160-00 · Fees	100	35	65	-35	65%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	2,000		1,495	-505	75%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	2,800	311	1,260	-1,540	45%
6175-00 · Meetings - Other	750	200	463	-287	62%
<b>Total 6170-00 · Meeting Expense</b>	<b>5,800</b>	<b>511</b>	<b>3,218</b>	<b>-2,582</b>	<b>55%</b>
6180-00 · Mileage & Travel Expense	2,750		150	-2,600	5%
6195-00 · Office Space Rental	19,000	1,497	7,486	-11,514	39%
6215-00 · Postage-Shipping	250		117	-133	47%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000	131	308	-1,692	15%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	375	-1,455	20%
6243-00 · Phone, Fax & Internet	2,200		839	-1,361	38%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>4,030</b>	<b>168</b>	<b>1,214</b>	<b>-2,816</b>	<b>30%</b>
6250-00 · Website	100	40	40	-60	40%
6260-00 · Contingency	500			-500	
<b>Total Expense</b>	<b>250,446</b>	<b>16,021</b>	<b>84,101</b>	<b>-166,345</b>	<b>34%</b>

**Maine County Commissioners Association**  
**Expenses by Vendor Detail**  
**May 2018**

Accrual Basis

**Bangor Payroll**

	Type	Date	Memo	Account	Amount	Balance
Bangor Payroll	Bill	5/4	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	922.13
	Bill	5/4	Taxes	5030-00 · FICA	183.27	1,105.40
	Bill	5/4	Processing fee	5020-00 · Payroll Fees	34.00	1,139.40
	Bill	5/4	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,659.40
	Bill	5/11	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	3,581.53
	Bill	5/11	Taxes	5030-00 · FICA	183.27	3,764.80
	Bill	5/11	Processing fee	5020-00 · Payroll Fees	34.00	3,798.80
	Bill	5/11	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,318.80
	Bill	5/18	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	6,240.93
	Bill	5/18	Taxes	5030-00 · FICA	183.27	6,424.20
	Bill	5/18	Processing fee	5020-00 · Payroll Fees	34.00	6,458.20
	Bill	5/18	ED Salary	5060-00 · Salary-Executive Director	1,520.00	7,978.20
	Bill	5/25	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	8,900.33
	Bill	5/25	Taxes	5030-00 · FICA	183.28	9,083.61
	Bill	5/25	Processing fee	5020-00 · Payroll Fees	42.00	9,125.61
	Bill	5/25	ER Health Insurance Contributions	5110-00 · Health Insurance	939.79	10,065.40
	Bill	5/25	Payroll for week 5/14 to 5/20/18	5060-00 · Salary-Executive Director	1,520.00	11,585.40
					11,585.40	11,585.40
Total Bangor Payroll						
<b>Camden National Bank</b>						
Camden National Bank	Bill	5/23		6151-00 · Computer Hardware & Software	102.00	102.00
	Bill	5/23		6235-00 · Supplies	66.00	168.00
	Bill	5/23		6160-00 · Fees	35.00	203.00
	Bill	5/23		6250-00 · Website	40.34	243.34
					243.34	243.34
Total Camden National Bank						
<b>Capital Computers</b>						
Capital Computers	Bill	5/8		6152-00 · IT Services	125.00	125.00
					125.00	125.00
Total Capital Computers						
<b>Country Cafe Catering</b>						
Country Cafe Catering	Bill	5/8		6173-00 · Monthly	275.00	275.00
					275.00	275.00
Total Country Cafe Catering						
<b>Haven, Lauren</b>						

Accrual Basis	Type	Date	Memo	Account	Amount	Balance
Total Haven, Lauren Liberty Mutual Insurance	Bill	5/30		6173-00 · Monthly	35.69	35.69
	Bill	5/30		6235-00 · Supplies	8.49	44.18
	Bill	5/30		6241-00 · Cell Phone	75.00	119.18
					119.18	119.18
Total Liberty Mutual Insurance Macomber Farr & Whitten	Bill	5/30		5120-00 · Commercial, Crime, D&O Ins	57.50	57.50
					57.50	57.50
Total Macomber Farr & Whitten Maine Farm Bureau	Bill	5/8	Crime	5120-00 · Commercial, Crime, D&O Ins	492.00	492.00
					492.00	492.00
Total Maine Farm Bureau Maine Municipal Association	Bill	5/23	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
					1,497.17	1,497.17
Total Maine Municipal Association MainePERS	Bill	5/8		5140-00 · Unemployment Comp Ins	121.03	121.03
					121.03	121.03
Total MainePERS Senator Inn	Bill	5/8		5040-00 · MainePERS Contributions	683.80	683.80
	Bill	5/30		5040-00 · MainePERS Contributions	670.00	1,353.80
					1,353.80	1,353.80
Total Senator Inn Spectrum Business/TWC	Bill	5/1		6175-00 · Meetings - Other	200.00	200.00
					200.00	200.00
Total Spectrum Business/TWC Staples Credit Plan	Bill	5/8		6243-00 · Phone, Fax & Internet	167.52	167.52
					167.52	167.52
Total Staples Credit Plan US Bank	Bill	5/8		6235-00 · Supplies	56.98	56.98
					56.98	56.98
Total US Bank TOTAL	Bill	5/23		6153-00 · Photocopier Lease	288.80	288.80
					288.80	288.80
					16,582.72	16,582.72

**Maine County Commissioners Association**  
**Transaction Detail by Account**  
May 2018

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06/07/2018

Accrual Basis

**MCCA Checking-Savings Bank**

Date	Name	Memo	Amount	Balance
5/1		Interest	6.43	6.43
5/4	Bangor Payroll	Payroll for week 4/23 to 4/29/18	-2,417.61	-2,411.18
5/8	MainePERS		-683.80	-3,094.98
5/8	Macomber Farr & Whitten		-492.00	-3,586.98
5/8	Maine Municipal Association		-121.03	-3,708.01
5/8	Capitol Computers		-125.00	-3,833.01
5/8	Country Cafe Catering		-275.00	-4,108.01
5/8	Senator Inn		-200.00	-4,308.01
5/8	Staples Credit Plan		-56.98	-4,364.99
5/8	Spectrum Business/TWC		-167.52	-4,532.51
5/10	Google	Deposit	0.40	-4,532.11
5/11	Bangor Payroll	Payroll for week 4/30 to 5/6/18	-2,417.61	-6,949.72
5/18	Bangor Payroll	Payroll for week 5/7 to 5/13/18	-2,417.61	-9,367.33
5/21	Fairpoint Communications	Deposit	577.17	-8,790.16
5/22	US Communities	Deposit	247.52	-8,542.64
5/25		Deposit	563.00	-7,979.64
5/25	Bangor Payroll	Payroll for week 5/14 to 5/20/18	-4,332.57	-12,312.21
5/29		Deposit	1,058.00	-11,254.21
5/30	Camden National Bank		-243.34	-11,497.55
5/30	US Bank		-288.80	-11,786.35
5/30	Liberty Mutual Insurance		-57.50	-11,843.85
5/30	MainePERS		-670.00	-12,513.85
5/30	Maine Farm Bureau	Printed by MCCA	-1,497.17	-14,011.02
5/30	Haven, Lauren		-119.18	-14,130.20
5/31	Bangor Payroll	Payroll for week 5/21 to 5/27/18	-2,417.61	-16,547.81
5/31		Interest	6.23	-16,541.58
			-16,541.58	-16,541.58

Total MCCA Checking-Savings Bank  
**Money Market Account**

5/20		Interest	5.58	5.58
			5.58	5.58

Total Money Market Account

# Accounts Payable

Date	Name	Memo	Amount	Balance
5/1	Senator Inn		-200.00	-200.00
5/4	Bangor Payroll	Payroll for week 4/23 to 4/29/18	-2,417.61	-2,617.61
5/4	Bangor Payroll	Payroll for week 4/23 to 4/29/18	2,417.61	-200.00
5/8	MainePERS		-683.80	-883.80
5/8	MainePERS		683.80	-200.00
5/8	Macomber Farr & Whitten		-492.00	-692.00
5/8	Macomber Farr & Whitten		492.00	-200.00
5/8	Maine Municipal Association		-121.03	-321.03
5/8	Maine Municipal Association		121.03	-200.00
5/8	Capitol Computers		-125.00	-325.00
5/8	Capitol Computers		125.00	-200.00
5/8	Country Cafe Catering		-275.00	-475.00
5/8	Country Cafe Catering		275.00	-200.00
5/8	Senator Inn		200.00	0.00
5/8	Staples Credit Plan		-56.98	-56.98
5/8	Staples Credit Plan		56.98	0.00
5/8	Spectrum Business/TWC		-167.52	-167.52
5/8	Spectrum Business/TWC		167.52	0.00
5/11	Bangor Payroll	Payroll for week 4/30 to 5/6/18	-2,417.61	-2,417.61
5/11	Bangor Payroll	Payroll for week 4/30 to 5/6/18	2,417.61	0.00
5/18	Bangor Payroll	Payroll for week 5/7 to 5/13/18	-2,417.61	-2,417.61
5/18	Bangor Payroll	Payroll for week 5/7 to 5/13/18	2,417.61	0.00
5/23	Camden National Bank		-243.34	-243.34
5/23	US Bank		-288.80	-532.14
5/23	Maine Farm Bureau	Printed by MCCA	-1,497.17	-2,029.31
5/25	Bangor Payroll	Payroll for week 5/14 to 5/20/18	-4,332.57	-6,361.88
5/25	Bangor Payroll	Payroll for week 5/14 to 5/20/18	4,332.57	-2,029.31
5/30	MainePERS		-670.00	-2,699.31
5/30	Liberty Mutual Insurance		-57.50	-2,756.81
5/30	Haven, Lauren		-119.18	-2,875.99
5/30	Camden National Bank		243.34	-2,632.65
5/30	US Bank		288.80	-2,343.85
5/30	Liberty Mutual Insurance		57.50	-2,286.35
5/30	MainePERS		670.00	-1,616.35

Date	Name	Memo	Amount	Balance
5/30	Maine Farm Bureau	Printed by MCCA	1,497.17	-119.18
5/30	Haven, Lauren		119.18	0.00
5/31	Bangor Payroll	Payroll for week 5/21 to 5/27/18	2,417.61	2,417.61
			2,417.61	2,417.61
5/4	Bangor Payroll	EE Health Insurance Contrib	-46.42	-46.42
5/11	Bangor Payroll	EE Health Insurance Contrib	-46.42	-92.84
5/18	Bangor Payroll	EE Health Insurance Contrib	-46.42	-139.26
5/25	Bangor Payroll	EE Health Insurance Contrib	185.62	46.36
5/25	Bangor Payroll	Payroll for week 5/14 to 5/20/18	-46.36	0.00
			0.00	0.00
5/4	Bangor Payroll	Employee Contribution	-195.37	-195.37
5/11	Bangor Payroll	Employee Contribution	-195.37	-390.74
5/18	Bangor Payroll	Employee Contribution	-195.37	-586.11
5/25	Bangor Payroll	Employee Contribution	-195.37	-781.48
5/25	Bangor Payroll	EE MEPRS Retirement Cont	781.48	0.00
			0.00	0.00
5/21	Fairpoint Communications	Deposit	-119.67	-119.67
5/29	Acadia Benefits	Meals	-158.00	-277.67
			-277.67	-277.67
5/21	Fairpoint Communications	Deposit	-457.50	-457.50
5/29	Acadia Benefits	Exhibit	-450.00	-907.50
5/29	Securus Technologies	Exhibit	-450.00	-1,357.50
			-1,357.50	-1,357.50
			-1,635.17	-1,635.17
5/10	Google	Deposit	-0.40	-0.40
5/22	US Communities	Endorsement	-247.52	-247.92
			-247.92	-247.92

Total Accounts Payable

1000-00 · Employee Health Insurance Contr

Total 1000-00 · Employee Health Insurance Contr

1001-00 · MainePERS Employee Contribution

Total 1001-00 · MainePERS Employee Contribution

4100-00 · Convention Income

4120-00 · Registration

Total 4120-00 · Registration

4140-00 · Vendor

Total 4140-00 · Vendor

Total 4100-00 · Convention Income

4400-00 · Other Income

Total 4400-00 · Other Income

4810-00 · Interest Earned

	Date	Name	Memo	Amount	Balance
Total 4810-00 · Interest Earned	5/1		Interest	-6.43	-6.43
5000-00 · Payroll Expenses	5/20		Interest	-5.58	-12.01
5020-00 · Payroll Fees	5/31		Interest	-6.23	-18.24
				-18.24	-18.24
Total 5020-00 · Payroll Fees					
5030-00 · FICA	5/4	Bangor Payroll	Processing fee	34.00	34.00
	5/11	Bangor Payroll	Processing fee	34.00	68.00
	5/18	Bangor Payroll	Processing fee	34.00	102.00
	5/25	Bangor Payroll	Processing fee	42.00	144.00
				144.00	144.00
Total 5030-00 · FICA					
5040-00 · MainePERS Contributions	5/4	Bangor Payroll	Taxes	183.27	183.27
	5/11	Bangor Payroll	Taxes	183.27	366.54
	5/18	Bangor Payroll	Taxes	183.27	549.81
	5/25	Bangor Payroll	Taxes	183.28	733.09
				733.09	733.09
Total 5040-00 · MainePERS Contributions					
5050-00 · Salary-Office Manager	5/8	MainePERS		683.80	683.80
	5/25	Cole, Scott	actuarial study	-563.00	120.80
	5/30	MainePERS		670.00	790.80
				790.80	790.80
Total 5040-00 · MainePERS Contributions					
5050-00 · Salary-Office Manager	5/4	Bangor Payroll	Office Managers Salary	922.13	922.13
	5/11	Bangor Payroll	Office Managers Salary	922.13	1,844.26
	5/18	Bangor Payroll	Office Managers Salary	922.13	2,766.39
	5/25	Bangor Payroll	Office Managers Salary	922.13	3,688.52
				3,688.52	3,688.52
Total 5050-00 · Salary-Office Manager					
5060-00 · Salary-Executive Director	5/4	Bangor Payroll	ED Salary	1,520.00	1,520.00
	5/11	Bangor Payroll	ED Salary	1,520.00	3,040.00
	5/18	Bangor Payroll	ED Salary	1,520.00	4,560.00
	5/25	Bangor Payroll	Payroll for week 5/14 to 5/20/18	1,520.00	6,080.00
				6,080.00	6,080.00
Total 5060-00 · Salary-Executive Director					



	Date	Name	Memo	Amount	Balance
Total 5000-00 · Payroll Expenses				11,436.41	11,436.41
5100-00 · Insurance					
5110-00 · Health Insurance					
Total 5110-00 · Health Insurance					
5120-00 · Commercial, Crime, D&O Ins					
	5/25	Bangor Payroll	ER Health Insurance Contrib	939.79	939.79
				939.79	939.79
	5/8	Macomber Farr & Whitten	Crime	492.00	492.00
	5/30	Liberty Mutual Insurance		57.50	549.50
				549.50	549.50
Total 5120-00 · Commercial, Crime, D&O Ins					
5140-00 · Unemployment Comp Ins					
	5/8	Maine Municipal Association		121.03	121.03
				121.03	121.03
Total 5140-00 · Unemployment Comp Ins					
Total 5100-00 · Insurance				1,610.32	1,610.32
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software					
	5/23	Camden National Bank		102.00	102.00
				102.00	102.00
Total 6151-00 · Computer Hardware & Software					
6152-00 · IT Services					
	5/8	Capitol Computers		125.00	125.00
				125.00	125.00
Total 6152-00 · IT Services					
6153-00 · Photocopier Lease					
	5/23	US Bank		288.80	288.80
				288.80	288.80
Total 6153-00 · Photocopier Lease					
Total 6150-00 · Equipment - Office				515.80	515.80
6160-00 · Fees					
	5/23	Camden National Bank		35.00	35.00
				35.00	35.00
Total 6160-00 · Fees					
6170-00 · Meeting Expense					
6173-00 · Monthly					
	5/8	Country Cafe Catering		275.00	275.00
	5/30	Haven, Lauren		35.69	310.69
				310.69	310.69
Total 6173-00 · Monthly					
6175-00 · Meetings - Other					
	5/1	Senator Inn		200.00	200.00

Total 6175-00 · Meetings - Other

Total 6170-00 · Meeting Expense

6195-00 · Office Space Rental

Total 6195-00 · Office Space Rental

6235-00 · Supplies

Total 6235-00 · Supplies

6240-00 · Telephone, Fax & Internet

6241-00 · Cell Phone

Total 6241-00 · Cell Phone

6243-00 · Phone, Fax & Internet

Total 6243-00 · Phone, Fax & Internet

Total 6240-00 · Telephone, Fax & Internet

6250-00 · Website

Total 6250-00 · Website

Date	Name	Memo	Amount	Balance
			200.00	200.00
			510.69	510.69
5/23	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
			1,497.17	1,497.17
5/8	Staples Credit Plan		56.98	56.98
5/23	Camden National Bank		66.00	122.98
5/30	Haven, Lauren		8.49	131.47
			131.47	131.47
5/30	Haven, Lauren		75.00	75.00
			75.00	75.00
5/8	Spectrum Business/TWC		167.52	167.52
			167.52	167.52
			242.52	242.52
5/23	Camden National Bank		40.34	40.34
			40.34	40.34

**Maine County Commissioners Association**  
**Profit & Loss Prev Year Comparison**  
**May 2018**

	May 2018	May 2017	\$ Change	% Change
<b>Income</b>				
4100-00 · Convention Income				
4120-00 · Registration	277.67	0.00	277.67	100.0%
4140-00 · Vendor	1,357.50	1,004.00	353.50	35.21%
<b>Total 4100-00 · Convention Income</b>	<b>1,635.17</b>	<b>1,004.00</b>	<b>631.17</b>	<b>62.87%</b>
4400-00 · Other Income	247.92	40.43	207.49	513.21%
4500-00 · NACo Roster	0.00	500.00	-500.00	-100.0%
4810-00 · Interest Earned	18.24	9.57	8.67	90.6%
<b>Total Income</b>	<b>1,901.33</b>	<b>1,554.00</b>	<b>347.33</b>	<b>22.35%</b>
<b>Gross Profit</b>	<b>1,901.33</b>	<b>1,554.00</b>	<b>347.33</b>	<b>22.35%</b>
<b>Expense</b>				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	144.00	136.00	8.00	5.88%
5030-00 · FICA	733.09	265.45	467.64	176.17%
5040-00 · MainePERS Contributions	790.80	237.38	553.42	233.14%
5050-00 · Salary-Office Manager	3,688.52	3,652.00	36.52	1.0%
5060-00 · Salary-Executive Director	6,080.00	0.00	6,080.00	100.0%
<b>Total 5000-00 · Payroll Expenses</b>	<b>11,436.41</b>	<b>4,290.83</b>	<b>7,145.58</b>	<b>166.53%</b>
5100-00 · Insurance				
5110-00 · Health Insurance	939.79	921.36	18.43	2.0%
5120-00 · Commercial, Crime, D&O Ins	549.50	1,374.20	-824.70	-60.01%
5140-00 · Unemployment Comp Ins	121.03	0.00	121.03	100.0%
<b>Total 5100-00 · Insurance</b>	<b>1,610.32</b>	<b>2,295.56</b>	<b>-685.24</b>	<b>-29.85%</b>
6030-00 · Lobbying				
6032-00 · Lobbying - Contractual	0.00	5,000.00	-5,000.00	-100.0%
<b>Total 6030-00 · Lobbying</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>-100.0%</b>
6150-00 · Equipment - Office				
6151-00 · Computer Hardware & Software	102.00	0.00	102.00	100.0%
6152-00 · IT Services	125.00	125.00	0.00	0.0%
6153-00 · Photocopier Lease	288.80	281.57	7.23	2.57%
<b>Total 6150-00 · Equipment - Office</b>	<b>515.80</b>	<b>406.57</b>	<b>109.23</b>	<b>26.87%</b>
6160-00 · Fees	35.00	0.00	35.00	100.0%
6170-00 · Meeting Expense				
6173-00 · Monthly	310.69	304.39	6.30	2.07%
6175-00 · Meetings - Other	200.00	0.00	200.00	100.0%
<b>Total 6170-00 · Meeting Expense</b>	<b>510.69</b>	<b>304.39</b>	<b>206.30</b>	<b>67.78%</b>
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6215-00 · Postage-Shipping	0.00	39.74	-39.74	-100.0%
6235-00 · Supplies	131.47	26.28	105.19	400.27%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	60.01	14.99	24.98%
6243-00 · Phone, Fax & Internet	167.52	167.87	-0.35	-0.21%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>242.52</b>	<b>227.88</b>	<b>14.64</b>	<b>6.42%</b>
6250-00 · Website	40.34	0.00	40.34	100.0%
<b>Total Expense</b>	<b>16,019.72</b>	<b>14,088.42</b>	<b>1,931.30</b>	<b>13.71%</b>



# M.C.C.A.

Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Convention Planning Committee Meeting Minutes

MCCA Offices, 4 Gabriel Drive, Augusta

Thursday, May 31<sup>st</sup> at 10:00 am

#### 1. Introductions

Attendance: Owen Smith, Deb Tibbetts, Abby Shanor, Suzanna Gallant and Lauren Haven

#### 2. Convention Schedule

#### 3. Educational Sessions

The group looked at the updated schedule, identifying which educational sessions and event pieces still need to be confirmed. If there's space available, Kennebec County has offered to do an educational session on investing.

#### 4. Entertainment

Contract for Casino Night has been signed and sent. Confirmation has been received and no deposit was requested by Fun, inc. The Tina Kelly Band for Friday night had already been confirmed. Todd Charles from York County has agreed to run the Trivia game Saturday night as a compliment to the casino night. He did it a few years ago for the York County convention and it was a big hit. We'll need to come up with a few little prizes to give away to winners.

#### 5. Activities

Golf tournament is in progress, Tour of the weather service is set, brew bus has been confirmed and the deposit was sent. The group looked at price estimates from vendors for transportation to the weather service and agreed we should simply encourage car-pooling. This

will allow folks to come back at their leisure and perhaps spend more time at Pineland if they wish to do so. There are walking trails and various things to see. People will be able to go at their own pace and come back when they're ready.

## 6. Speakers

- Author and CEO Kevin Hancock of Hancock Lumber has been confirmed.
- We're waiting to see if Firooza Pavri, Director of the Muskie school will be able to speak on Friday night at the opening ceremonies. Charlie's working on this piece.
- NACo has not yet informed us who will be coming to speak for Saturday lunch.

7. Vendors – The group looked at the forms. Vendor Registration is now open, and we have eight exhibitors signed up. Lauren made a list of items to sponsor, any amount is helpful
- Sponsors – Five people have expressed interest in sponsoring the conference.

### Vendors as of 5-31-18

- Chris Stonier & Buzz Seating from Canada will share a booth
- Acadia Benefits
- Securus Technologies
- Androscoggin Bank
- SMRT
- JBGH – Jensen Baird
- Consolidated Communications (Fairpoint)
- NACo (by contract NACo can have a free booth)

### Sponsors

- SMRT
- Skelton Taintor & Abbott
- Craig Winslow of SymQuest Technologies
- Milone & MacBroom
- Jensen Baird – Attendee bags

## 8. Other Updates

Lauren reported Commissioner Amy Fowler from Waldo County visited Point Lookout as a potential location for hosting next year's convention. They've changed owners & are likely to negotiate an affordable price for next year. It would be great if we could have that arranged before this convention.

9. Next Steps – Attendee Registration can open after educational sessions are nailed down – Shooting for launch in June.

10. June Meeting – The group looked at their schedules and decided on Friday, June 15<sup>th</sup> at 10:00 at the MCCA offices.